

TRAVEL EXPENSE CLAIM

08/09

See Instructions and *Privacy

Statement on Reverse Side

STD. 262 (REV. 7/2005)

Page 1 of 1 Pages

CLAIMANT'S NAME Laura N. Chick			SSN or EMPLOYEE NUMBER*			DEPARTMENT Planning & Research		
POSITION Inspector General			CB/D No. exempt			DIVISION or BUREAU Governor's Office		
RESIDENCE ADDRESS*			HEADQUARTERS ADDRESS 1400 Tenth Street			INDEX NUMBER 226		
CITY Sacramento			STATE CA			ZIP 95814		
CITY Sacramento			STATE CA			ZIP 95814		

(1) MONTH/YEAR		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
(2) DATE	TIME			BREAK-FAST	LUNCH	O.T., LT, INC. RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMOUNT		
May 2009													
5/15	9:00	Los Angeles						109.60		35.00			144.60
5/17	21:00												
(10) SUBTOTALS								109.60		35.00			144.60
COLUMN CODE (ACCTG. USE ONLY)													
CLAIM TOTAL												144.60	

(11) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)		(12) NORMAL WORK HOURS	
Gave commencement speech at USC			
		(13) PRIVATE VEHICLE LICENSE NUMBER	
		(14) MILEAGE RATE CLAIMED	
		0.55	
(15) I HEREBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.		AGENCY ACCOUNTING OFFICE USE ONLY PAID BY REVOLVING FUND CHECK NUMBER	
DATE		(16) SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	
		6/1/09	
(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE and TITLE (See Item 17 on reverse)		DATE	

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Southwest Airlines Confirmation Number(s)

Passenger Type	Confirmation Number	Passenger	Account Number	Disability Assistance
Adult	JHDE2W	Laura Chick	00000090958674	- None Entered -

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Air Itinerary

Trip	Date	Day	Stops	Routing	Flight	Routing Details
Depart	May 17	Sun	Nonstop	BUR-SMF	3426	Depart Burbank (BUR) at 7:10 PM Arrive in Sacramento (SMF) at 8:25 PM

Pricing

Passenger Type	Trip	Routing	Type of Fare	Base Fare	U.S. Taxes	PFC	Security Fee ¹	Passenger(s)	Total
Adult	Depart	BUR-SMF	Wanna Get Away	\$92.09	\$10.51	\$4.50	\$2.50	1	\$109.60
Total				\$92.09	\$10.51	\$4.50	\$2.50		\$109.60

¹ Security Fee is the government-imposed September 11th Security Fee.

Billing Information

Credit Card Holder Name: Laura Chick

Billing Address: 2357 Kenilworth Ave
Los Angeles, CA 90039

Confirmation Number: JHDE2W

Passenger Type: Adult

Passenger Name(s): Laura Chick

Form of Payment: Visa: XXXXXXXXXXXX3889

\$109.60

Total Air	Base Fare	U.S. Taxes	PFC	Security Fee ¹	Passenger(s)	Total
BUR - SMF	\$92.09	\$10.51	\$4.50	\$2.50	1	\$109.60

¹ Security Fee is the government-imposed September 11th Security Fee.

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Snack Service

If your flight segment is less than 600 miles in length, you will be served peanuts/pretzels. On nonstop flight segments that are 601 to 1270 miles long, you will be served a packaged snack appropriate to the time of day for your travel. On flights longer than 1271 miles, a travel snack box will be served. Southwest Airlines does not serve sandwiches or meals; however, you may bring something to eat onboard.

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CHECKIN REQUIREMENTS AND REFUND INFORMATION

- Southwest Airlines Ticketless Travel is nontransferable. Government-issued photo identification is required at time of checkin.
- Customer Checkin Requirement:

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Date 5/17/09

Cab #

Driver

Total

\$3.50

From

To

Bob Hope Airport Burbank

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Driver May Request Payment or Deposit in Advance